

- d) **organizer:** a teacher or any other person in charge for organizing a field trip or an excursion;
- e) **parents:** mother, father or legal guardian of a student or the Cree traditional adoptive parent(s) of a student;
- f) **Pedagogical Management Team:** team comprised of the Deputy Director General, the Director of School Operations and The Director of Education Services;
- g) **supervisor:** the adult accompanying the students during the activity.

2) Request

[Deadline](#)

2.1. For local activities, the organizer has to submit a request to the school Principal at least 5 working days prior to the activity unless the local activity involves overnight stays, in which case the request must be submitted **at least 20 working days prior to the activity.**

For any non local activities, the request has to be submitted to the school Principal at least 20 working days prior to the activity. Moreover, for activities outside the 9 Cree communities and initiated by the local school staff, the request must be submitted by **October 15th** of each school year.

[Basic information](#)

2.2. In any requests, the following information must be included when available or be provided as soon as available (see **Annex A** – Sample Request):

- a) relevance to class study, objectives and purpose;
- b) names of participating students;
- c) destination;
- d) dates and times of departure and return;
- e) supervision;
- f) specific safety measures required;
- g) special clothing, supplies or equipment needed;
- h) transportation arrangements, if any;
- i) any other relevant information;
- j) special care (handicap, life threatening allergy, etc.) needed for supporting students with any on the trip with health needs such as food allergies (peanuts); epipen; regular medication and other medical conditions. The parents must provide the relevant information.

[Additional information](#)

Moreover, the following preliminary information must be provided for non local activities involving overnight stays:

- k) itinerary;
- l) lodging;
- m) number of supervisors and their duties;
- n) estimate of total and per-student cost for trip:
 - i) cost of transportation
 - ii) food
 - iii) lodging
 - iv) equipment
 - v) other contingencies (For example see item i) above)

- o) cost of insurance coverage and passports, if required, as provided in articles 4.4 and 4.5;
- p) means of financing.

3) Approval

All activities

3.1. All field trips and excursions must have the preliminary approval of the Principal before any commitments are made by a teacher or any other person. Copy must be sent to the Director of School Operations. The Principal is responsible for determining the suitability of, and for approving, the proposed activity by namely considering:

- a) the relationship of the field trip to program objectives, how it ties into class activities before and after the activity;
 - b) the appropriateness safety for the duration of the activity, given the students' age and development;
 - c) the appropriate timing of the activity during the school year;
 - d) the safety and supervision of students during the activity;
 - e) the impact of the absence of the accompanying school staff (teachers, support staff, etc.) on the functioning of the school;
- the use of a registered education-related tour company for trips of more than 2 or 3 days duration.

Regional events

However, activities organized by the Board at the regional level do not require this Principal's approval although he must approve the list of participating students at these events.

Consultation

For a non local activity, the school Principal may consult the school committee before approving a request.

The School Principal will submit a list of parameters for the field trip guardians (selection, proof of good standing, etc.)

Outside the country - approval

3.2. For trips outside Canada, once the preliminary approval is given by the Principal, the latter forwards the request to the Director of School Operations who must also approve the activity after consultation with the Deputy Director General.

Final approval

3.3. Since the preliminary approval is given on conditions and criteria established at the proposal stage, the Principal may refuse to give his final approval if those conditions have changed significantly from the original proposal, namely concerning the safety of students and the funding of the activity.

Protection of Instructional time

3.4. Field trips and excursions must not result in the loss of more than one day of instruction. Such trips and excursions may take place on weekends, pedagogical days, summer vacation, and holidays (i.e., Goose Break, Christmas break, Easter, etc.).

Activities with risks / exclusion

3.5. No activity requiring a waiver such as bungee, etc. is allowed at any time.

4) Parental Consent, Supervision and Safety

[Information to Parents](#)

4.1. Information regarding all activities in which students take part will be communicated to parents. Additional written instructions have to be provided to parents for trips outside the 9 Cree communities to ensure that they fully understand the need of the required documents for their child to participate in the activity (passport, birth certificate, health insurance provider, medication instructions, etc.).

[Authorization and release form](#)

4.2. Signed consent forms must be obtained from the parents of students under eighteen years of age for:

- a) any local activity involving certain risks,
- and
- b) for all non local activities.

A student of the age of majority must sign the same form. The school must be aware of special health conditions which might affect the progress or welfare of the students while on this activity (see **Annex B-** Authorization and Release Form).

A school may have the parents sign a general consent form at the beginning of the school year to cover the activities that are generally held by the school.

In cases where a local activity does not involve potential for personal risk, no "Release form" is required and notification to parents and appropriate documentation of the trip is sufficient.

[Supervision](#)

4.3. Competent adult leadership and supervision appropriate to the number and age of students and the nature of the trip must be provided. The ratio of adult supervisors to students shall be at least as follows but this number of supervisors may be increased:

- a) for local day-activity:
 - i. for Pre-K, Kindergarten and Grade 1: 1 supervisor for every 5 students;
 - ii. for all other levels: 1 supervisor for every 10 students;
- b) for activity outside the 9 Cree communities, 1 supervisor for every 4 students.

For activities involving an overnight stay, if students of both genders are involved, the supervision of the group must involve adults of both genders. At least one of these supervisors must be first aid qualified for each 15 students.

special needs

When the physical condition of a student requires special care (handicap, life threatening allergy, etc.), the parent (or his designate) may be required to accompany the student.

A parent (or his designate on approval by the school principal) must accompany a child with physical and or mental special needs.

At least two out of three of the supervisors must be school staff, the others may be parents or other volunteers.

[Outside the Province- Insurance](#)

4.4. In case of illness or accident outside the province, the Québec Health Care regime does not cover all the costs incurred. Therefore, for all trips outside the Province, it is mandatory to subscribe to a private insurance coverage, such as the Blue Cross, for each participant for the entire duration of the trip. The cost of such insurance has to be included in the trip expenses to be financed. The supervisor must carry a copy of the private insurance coverage.

[Passport- Outside Canada](#)

4.5. Passports are mandatory for Canadian citizens who are traveling outside Canada and considering the delays to obtain it, the organizer has to apply to Passport Canada at least 2 months prior to the trip.

[Student's responsibilities](#)

4.6. All Board policies, including those related to the use of alcohol, drugs, and other prohibited substances apply to all activities and the student must during the entire activity:

- a) respect the school code of conduct;
- b) conduct himself in a responsible, respectable and mature manner at all times;
- c) remain with his supervisor;
- d) respect curfews when applicable;
- e) pay for any damage that could result out of an irresponsible conduct;
- f) respect the appointment times for activities, travel, etc. when applicable

Any infraction to these rules may result in the student being sent home.

[No Other arrangements](#)

4.7. Students are required to follow the CSB field trip itinerary and stay with the group and a supervisor at all times.

[Documents](#)

4.8. At all times during non local activities, the student must carry:

- a) proper identification:
 - i) health card
 - ii) Indian status card
 - iii) student ID card, when applicable
- b) the important and emergency phone numbers.

5) Funding from Student Services

[Funding](#)

5.1. Besides funding received from other sources, Student Services may provide financial contributions for field trips and excursions.

[Request](#)

5.2. In order to get financial assistance from Student Services, the Organizer must send a request at least 60 days prior to the activity with the following information:

- a) initial request approved by the school Principal;
- b) list of participating students;
- c) scheduled of planned academic and leisure activities;
- d) budget;

- e) list of supervisors;
- f) means of transportation, when applicable;
- g) dates of departure and return;
- h) confirmation of hotel reservations with room assignments (when applicable).

6) Reports

[Final report](#) **6.1.** The Organizer must submit Financial and Activity Reports to the School Principal and the Director of School Operations at the completion of the activity.

6.1.1 When funding is provided by Student Services, the Organizer must also provide such reports to the Coordinator of Student Services. Student Services will not provide funding for any other project for the following year until all the reports are submitted.

[Incident report](#) **6.2.** The Organizer must immediately report to the school administration and the Director of school operations any incident posing a risk to the safety of a student, teacher or guardian that occurred during a field trip or excursion.

7) Expenses and unused funds

[Receipt books](#) **7.1.** Any disbursement of funds to the participants must be registered in a receipt book with the date and the signature of the recipient.

[Funding Student Services or others](#) **7.2.** Any unused funds provided by Student Services or another organization must be returned.

8) Application of this Policy

[Previous provisions](#) **8.1.** The present Policy replaces any other rules of the Board pertaining to this subject, while respecting the Council of Commissioners Policies where applicable.

[Official version](#) **8.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **8.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of School Operations is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A

Sample Request / Field Trips and Excursions

Please note that the request has to be submitted to the school Principal at least 5 working days prior to the activity or at least 20 working days for any non local activity or activity involving overnight stays. For activities outside the 9 Cree communities, the request must be submitted by October 15th of each school year.

Information required for all activities
1) Name of the person responsible for the activity:
2) Describe the relevance to class study or group activity and the objectives and/or purpose:
3) Names of participating students <i>(use additional sheet if necessary)</i> :
4) Destination:
5) Dates and times of departure and return:
6) Describe the type of supervision:
7) Describe any specific safety measures required:
8) List any special clothing, supplies or equipment needed:
9) Describe required transportation arrangements, if any:
10) For relevant information related to any student medical needs is the responsibility of the parents to provide information on any life threatening allergy or other conditions (the parents must provide the necessary medication):
11) Proof of insurance:
12) Other relevant information:
Information required for non local activity involving overnight stay
13) Proposed itinerary <i>(use additional sheet if necessary)</i> :
14) Lodging required:
15) Number of supervisors and their duties:
16) Estimate of total and per-student cost for trip <i>(use additional sheet if necessary)</i> : <ul style="list-style-type: none">▪ cost of transportation:▪ food:▪ lodging:▪ equipment:▪ other contingencies:
17) Funding sources:

Signature of the person responsible _____ Date: _____

Annex B
Authorization and Release Form

**ACTIVITIES OUTSIDE OF THE SCHOOL
AUTHORIZATION FORM FOR THE STUDENTS**

Information on the Activity / To be completed by the school
Proposed activity: _____ _____
Destination: _____
Departure time/date: _____
Anticipated time/date of return: _____
Special Requirements/Equipment: _____ _____
SUPERVISION:
The ratio adult/student for this activity is: _____ supervisor(s) for every _____ students
Name(s) of the supervisors accompanying the students: _____ _____
Person(s) in charge of the activity: _____

Authorization and Release / to be completed by the parent(s)
I authorize my child _____ to participate in the proposed activity and I: <p style="text-align: center;"><i>Print the child's name</i></p> <ul style="list-style-type: none">a) accept the arrangements for supervision as noted above;b) agree to not hold responsible the Cree School Board and its employees from damages and injury arising to my child during the activity;c) certify that my child is physically fit and able to engage in this activity;d) agree that my child shall act in a responsible manner and follow all rules pertaining to this activity;e) understand that violation of the rules may result in my child being sent home;

Medical condition(s), allergies, etc. (specify type:) _____

If medication has been prescribed, specify type and use: _____

Name of parent, tutor or legal guardian (printed): _____

Home telephone No: _____ Alternate telephone No. _____

Signature(s)

Date

Person(s) to be contacted in case of emergency if different from the parents:

Name

Relationship to the student

Home Phone: _____

Work Phone: _____